

EETD Office Stand Down Guidance & Checklist

Guidance

The purpose of the office stand downs is to engage in active discussion of how safety is implemented in our work, to assure hazards are identified and controls are in place, to complete inspections and required training, and to begin preparing for the HSS reviews. The stand downs will be comprised of two parts: Part I will include all of the supervisor's direct reports who work in non-laboratory space, excluding those who participated in a lab stand down. Part II will include all direct reports, including as relevant those who participated in lab stand downs but who have office space that was not inspected, or who have outstanding required training.

Supervisors are expected to organize and coordinate the stand downs, which must be completed no later than December 12, 2008. No stand downs may be held December 3 or 4 when the HSS review team is onsite for its scoping visit.

Onsite individuals who are unable to attend the stand down with their supervisor must attend another office stand down to assure they have an opportunity to participate fully. Offsite individuals must review and discuss all stand down materials with their supervisor and must complete all required training. **Individuals who have previously attended a laboratory stand down are required to participate in Part II as needed only.**

Stand Down Checklist

Number	Action	Completion Date
Office Stand Down – Part I		
1	Supervisor schedule stand down and ensure all direct reports including employees, guests and students are instructed to attend. <i>(To identify all direct reports, see Attachment 1: EETD Roster by Supervisor)</i>	
2	Take attendance at Stand Down	
3	Supervisor lead group discussion of safety concepts and concerns: integrated safety management (ISM ¹) in practice, job hazard analysis (JHA ²) and purpose, near hits, lessons learned, best practices. <i>(Attachment 2: Sample Safety Q&A)</i>	
4	Work authorization and document review:	
4a	a. Confirm Job Hazard Analysis ² authorizations reflect actual work performed	
4b	b. Confirm workers understand what the JHA ² and authorizations allow them to do, and what they are prohibited from doing	
4c	c. Review division injuries <i>(Attachment 3)</i> , occurrences reported (ORPS ³) <i>(Attachment 4)</i> and near hits <i>(Attachment 5)</i> . Discuss contributing factors, deficiencies and corrective actions.	
4d	d. Confirm workers understand what to do in the event of an accident or emergency. Go to: http://www.lbl.gov/ehs/refs/emergencies.shtml	
5	Review and discuss HSS preparation slides <i>(Attachment 6: HSS Preparation Tips)</i>	
Work Space Inspections and Required Training Completion – Part II)		
6	Review incomplete required training list: workers are expected to finish any incomplete online training and to schedule all required classroom training on the stand down day <i>(Attachment 7: Incomplete Required Training)</i>	
7	Supervisor and relevant staff walk through and inspect all office, cubicle, and other work areas <i>(Attachment 8: Office Inspection Checklist)</i>	
8	Note all deficiencies or improvements needed (including housekeeping) on Action Log <i>(Attachment 9: Safety Issues & Action Log)</i>	
8a	a. List all items that require correction on log; if item is fixed on the spot, check "Fixed on the spot" box on the log	
8b	b. Enter all logged items into Corrective Action Tracking System (CATS ⁴)	
8c	c. Supervisor follow up on all CATS ⁴ items to assure they are corrected and posted into CATS ⁴ ; Department Head monitor completion of items	
11	Document distribution: Supervisor send copy of Action Log to EET Division Office (Attention: Rachel Walton, RMWalton@lbl.gov).	

¹ ISM: Integrated Safety Management

² JHA: Job Hazards Analysis

³ ORPS: Occurrence Reporting & Processing System Management

⁴ CATS: Corrective Action Tracking System